



Camp Maple Leaf

Parent/Guardian Manual

2018

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Kishwaukee SRA General Rules and Regulations for Camp Maple leaf

In order to get us off to a great camp season we ask that parents/guardians go over the following camp rules with your camper. We understand that not everyone is going to agree with every rule but after several years of operation we feel that they are important in operating a successful camp to the benefit of all.

Please keep in mind that this camp runs on the idea of “**No child left indoors**” activities will be operated outside (weather permitting). We promote social skills, outdoor stewardship, healthy motor skill activity, and fun with nature and others. We are an integrated camp that strives to meet the individual needs of our campers.

Discipline:

The Kishwaukee SRA Camp Maple Leaf program encourages and promotes the concept of fun for everyone. However, certain rules have been established to ensure the safety and enjoyment of all people involved. Examples of unsafe behavior include:

- 1.) The camper is endangering the safety of other campers, counselors or self, by demonstrating any of the following behaviors: hitting, kicking, biting, and/or spitting.
- 2.) Destroying property of Kishwaukee SRA or other cooperating agencies.
- 3.) Respect for self, others and facility will be strictly enforced. No fighting, swearing, or bad language will be allowed or tolerated.
- 4.) No horse play at the pools and all pool rules need to be followed.

In the event any of the above occurs, the following procedures will be taken as a means to develop a successful behavior management program.

1st Offense: Parents called in discussion to situation. Meeting set up with camp Counselor, parents, Camp Maple Leaf Director and Kishwaukee SRA Executive Director. Reasonable accommodations will be addressed and/or a behavior plan will be set in place.

2nd Offense: Parents called and Camper will be removed from camp for the day. Reasonable accommodations/behavior plan made in the 1st offense will be reviewed and discussed. Accommodations will be revised if needed.

3rd Offense: Parents called and Camper will be removed from camp with suspension or expulsion from camp depending upon the discussion of the Camp Maple Leaf Director and Kishwaukee SRA Executive Director.

Concerns about camp activities, discipline measures, counselor actions, etc. should be either addressed in person or in writing. Initial concerns should be addressed immediately to the Camp Maple Leaf Director in order to ensure swift and direct control of all situations.

Personal toys, trading cards, hand held games, etc. are not allowed at camp. They distract from activities, become a temptation for theft, get lost, or broken, etc. Campers are allowed to bring goggles for swimming but must be responsible for them. If campers do bring these items to camp, Camp Maple Leaf will not be responsible for them if they do become lost, stolen, or broken and will take them away from the camper if they become a distraction.

Camp Maple Leaf Bucks

Camp Maple Leaf bucks are used as a positive rewards system for campers. Campers can earn Camp Maple Leaf bucks by being a good friend to someone, following the rules of Camp Maple Leaf and participating in activities, just to name a few.

The earning of the Camp Maple Leaf Bucks is established on an individual basis with Group Leaders, Counselors and Campers. The group will identify a behavior or situation that the camper may need to work on. The Camp Maple Leaf Bucks will be a support for the effort the camper puts forth.

The Camp Maple Leaf store will be open once a week for the campers to view the items available and to work out the cost of the item they will work towards. The camper then can begin earning Camp Maple Leaf bucks to purchase the item at the end of the week or to use them toward an approved activity.

Entrance and Exit:

- 1) Each day, the parent/guardian **MUST** sign your camper in and out with the camper's Counselor. Arrival for campers is 8:30 AM at the shelter house. If you arrive after 8:45 AM, we will have staff available to assist you in finding your camper's group. Pick-up time is 12:45-1:00 PM.
 - a. Dropping off and picking up can become very busy. Please do not allow your camper to run through the parking lot unattended.
 - b. Campers will be released from camp **ONLY** to authorized persons whose names appear on the registration form or a written note from the parent/guardian prior to the arranged pick-up (a telephone call will not be sufficient.)
 - c. Anyone picking up a camper from camp that is unfamiliar to the staff **MUST** show an I.D. before the camper will be released. The parent/guardian will be notified to verify the approval of the unknown person.
 - d. Special requests need to be sent in writing. Ex: different person picking up camper, going home with another child, not participating in an activity for the day, etc. Please include the affected date, request in detail, and name of camper affected. Please give advanced notice and please try to limit special requests.

- e. If you wish to allow your camper to ride a bike to camp and sign themselves in and out, you will need to fill out the bike permission slip that is included. KSRA is not responsible for campers before they sign in and after they sign themselves out. Sign out can be anytime between 8:30 AM - 1:00 PM. KSRA is not responsible for bikes. You will be responsible for any and all posting notices tacked up for reminder purposes.

Should the camper ride his/her bike to and from the Camp Maple Leaf program, please be advised Kishwaukee SRA is not responsible for the safety of the camper or responsible for the bike if lost, stolen or damaged when riding to and from the Camp Maple Leaf program. It becomes the responsibility of the camper to follow the sign-in and out procedures that the Camp Maple Leaf program has in place. Please inform the Camp Maple Leaf staff if the camper will be riding his/her bike to camp independently.

- 2) No cell phones allowed by the campers. Please contact Camp Maple Leaf Director if your camper relies on the cell phone for after camp communication.
- 3) Any camper dropped off early (before 8:20 AM) or picked up late (after 1:00 PM) will be charged five dollars for the first 5 minutes and two dollars for every five-minute segment after that. Proof of receipt for the late payment is necessary before the camper can return to camp.

Health and Safety Polices:

- 1) Camp is not an open gym or playground. Attendance is taken daily and campers are not free to leave the camp areas during camp hours. We ask your cooperation in stressing this policy to your camper.
- 2) Kishwaukee SRA staff will make every effort to retrieve campers who run away from camp but, if they cannot be caught or found, they will be reported to the police and we will attempt to call the parent /guardian. This situation is considered an emergency and will be treated as such.
- 3) Camp is held under all weather conditions. Please be sure that your camper is prepared with proper clothing.
- 4) Campers may not wear any clothing or apparel that sports alcohol, cigarette, drug, or gang paraphernalia on it. Jewelry of any sort is not encouraged for safety reasons.
- 5) Campers need to be dressed appropriately for camp activities.
 - a. Campers need to wear closed toed gym shoes with shoelaces or Velcro to camp every day. Due to the nature of the activities flip flops and sandals could be hazardous. **We also recommend a pair of water shoes for at the pool.**
 - b. We ask that campers wear washable clothing as campers may be involved in painting and other “messy” activities.

- c. We will be bowling once a week on Wednesday (unless a change in schedule when you will be notified). Your child must have a pair of socks for bowling. They will not be allowed to bowl if they do not have them.
- 6) We will be swimming each day so please send your camper in a swimsuit, with water shoes and towel.
 - a. Your child may wear swim suit to camp, but will need full set of clothes to change into after swimming.
 - b. If the camper is not potty trained or does not have bladder & bowel control, they will be required to wear a swim diaper. Please send a backup diaper in case of accidents.
- 7) Please mark all personal items with your camper's name, both first and last. Lost items will be in the Lost and Found in the Hopkins Park Shelter House. Any items left at the end of camp will be donated to a local charity.
- 8) Campers need to bring their own bug spray, aerosol sunscreen, and a water bottle with their name clearly marked on each item. Please fill out the permission form at the back of the parent manual if you wish your camper to use bug spray or aerosol sunscreen giving camp staff permission to apply the product to camper. Camp staff will only apply spray form of sunscreen and bug repellent NO LOTIONS will be applied by camp staff. Please let your camper know they are not to share bug spray or sunscreen with other campers.

Parent Involvement:

- 1) Parents/guardians are welcome to visit Camp Maple Leaf anytime. Please check in with the Camp Director before you find your camper.
- 2) A weekly email will go out at the end of the week with updates and next week's schedule. Please be sure to provide an up-to-date email so we can provide this information to you. The daily schedule will also be posted with each group.
- 3) You will receive a calendar with our weekly themes and scheduled events for the 7 weeks of camp. Any updates or changes will be sent to you through email.
- 4) Parents/guardians are notified about special events by email. Please let us know if an alternate form of communication is needed.
- 5) If you want to discuss your camper's daily activities, please contact the Camp Director to set up a meeting with your camper's Counselor and Group Leader before or after the regular camp hours.

Field Trips:

- 1) There are field trips offered to the campers during the 7 weeks. We will travel by bus for our field trips or walk if within walking distance.
- 2) It is our goal to have the buses return before 1:00 PM, but time can run over due to unforeseen issues.

- 3) Campers will be placed in groups with staff and expected to stay with their group.
- 4) Additional information and permissions slips will be sent home with campers prior to the field trips.

Meals:

- 1) All campers must bring a reusable water bottle or cup (no glass please).
- 2) A mid-morning snack and lunch will be provided through VAC for each camper. **Please be sure to indicate on your registration if your child has any food allergies.**
- 3) If there are any changes to dietary needs during the 7 weeks of camp, please inform the Camp Director.
- 4) Campers may bring their own snacks and/or lunch. They should plan on eating them during snack or lunch time.
- 5) When campers bring their own lunch, please note that no gum is allowed and healthy balanced meals are encouraged. **Soda and high sugar drinks are not recommended.** Water is encouraged. There is limited refrigeration space, so please pack perishables accordingly.

Medication and Medical Information:

Medication:

- 1.) If the camper needs to take medication at camp, we will need a note authorizing us to assist in dispensing the medication to them. All medication needs to be in original bottles. It is recommended that parents/guardians have duplicate dosages at home. When groups travel to another location, it is easy for a bottle to be stored in the first aid packs and left behind for the day. If the medication dosage changes, the Camp Director will need a written note with the change and a parental signature. Additional waivers may be required.

The Camp Maple Leaf program and staff reserve the right to decline dispensing certain medications or treatments. This will be discussed and clear to all parties involved prior to start of camp. A written statement will be added to camper's registration regarding discussion.

- 2.) If camper is not feeling well enough to participate for the day they should not come to camp.
- 3.) Camper must be fever free and diarrhea free for 24 hours.
- 4.) If camper becomes ill during the course of the day, the parents/guardians will be called to pick them up. Please make sure to keep the phone numbers of contact up to date at all times.

- 5.) In the case of contagious disease, please notify the camp staff immediately. All parents at the site will be notified as soon as possible.
- 6.) Please notify us if camper is going to miss for the day due to illness.

Seizure Management policy and First Aid Procedures for Kishwaukee SRA:

In order to maximize a safe and healthy recreation environment for campers and staff, the Kishwaukee SRA has established a seizure management policy and first aid procedure. These policies and procedures are added to the back of this document for parent/guardian review should the camper have a medical condition or special need that includes a seizure condition. Be advised, if the camper has a seizure condition, to please mark it on the registration form and annual information form. Additional information will need to be provided to make this a healthy and safe environment for the camper.

Medical Emergencies:

If camper is injured and requires more than just basic first aid, the following steps will be taken:

- 1.) A group staff member will call 911 while another staff member will tend to the camper.
- 2.) The parent or guardian will be contacted. Please keep phone numbers up to date.
- 3.) If parent/guardian are not available, we will call emergency contacts on the registration form.
- 4.) The child will be transferred to the closest hospital, (In DeKalb- Kishwaukee Hospital)

The parent/guardian will be responsible for the emergency medical charges for all services rendered. The parent/guardian authorization for the program staff to secure emergency medical care for camper, and the commitment for payment thereof, is part of the registration agreement.

Miscellaneous Information:

- 1.) Payment plans are due by May 18, 2018, before camp starts. The camper will not be allowed to attend camp without registration being paid in full or a payment plan is in place and approved by the Executive Director
- 2.) Camp is a group activity and not every camper is going to love every activity offered throughout the summer. Campers are expected to participate in planned activities. The staff welcomes requests from campers for future plans, but not the day of camp when plans are already set.
- 3.) The staff needs to be kept up to date on changes with phones, contacts, addresses, etc. for the safety and health of camper and ease of contact during the camp day. Please forward the updated information to the Camp Director.

- 4.) Please communicate with the camper's Counselor in person at drop-off and pick up.
- 5.) Please go over these rules and procedures with the camper so that they know what is expected of them at the program.
- 6.) Please sign the following stating that your family has reviewed the manual, photo release and administration of sunscreen and bug spray policies. The signed forms need to then be turned in to Julie Eggleston, the Executive Director of Kishwaukee SRA, by May 18, 2018, for the camper to attend camp.

Thank you for your cooperation and Go Camp Maple Leaf

Parent Manual Reviewed

Please sign, date and return to KSRA by May 18, 2018, indicating you have received and read the parent manual and you have made the camper aware of policies and procedures for the Camp Maple Leaf program.

Camper Name: _____

Signature of parent or guardian: _____ Date: _____

Photo and Media Recording Release

I, the undersigned, do hereby grant or deny permission to Kishwaukee SRA to use the image of my child/ward,

_____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child/ward for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, newspapers, videos and digital images.

- Deny permission to use my child/ward’s image.
- Grant permission to use my child/ward’s image.

Parent/guardian signature: _____ Date: _____

TransVac meal plan

_____ (please print name of camper) will:

- Participate in the meal plan at Camp Maple Leaf and have the snack and lunches provided by Trans Vac
- Only have the **Snack / Lunch** (circle the one that applies) provided by the Trans Vac meal plan
- Bring his/her own snack and lunch to Camp Maple Leaf this summer.

Has sensitivity to the following foods: _____

Has an allergy to the following foods: _____

Aerosol bug repellent and aerosol sunscreen permission

I give permission for Camp Maple Leaf staff to apply aerosol bug repellent and/or aerosol sunscreen to (please print name of camper)

_____. I understand it is my responsibility to supply the items used and the Camp Maple Leaf staff will not apply any lotions. Please apply the following:

- Aerosol bug repellent
- Aerosol sunscreen

Signature of parent or guardian: _____ Date: _____

Weekly updates

A weekly email will be sent with a week in review, next week’s schedule, and any updates or additional information that comes to us at Camp Maple Leaf. Please share any email address you would like this update sent to:

- Email address: _____

I do not have access to email, please

- Call me at: _____ best time to call is: _____
- Send a note home with my camper.

Please return this page to Kishwaukee SRA with your signatures and date signed by May 18, 2018 for your camper to attend camp.